



REQUEST FOR PROPOSAL

For: Payroll & Human Resource Services

The Rhode Island Commerce Corporation (“the Corporation”) is requesting proposals from a firm to provide an integrated payroll and HRIS services. Services will include payroll and human resources systems that will provide data exchange between current accounting, payroll and human resources systems.

Corporation’s Intent:

The Corporation is seeking to combine payroll and human resource functionality to gain efficiency and effectiveness in daily operations and improve required reporting capabilities.

Scope of Services:

System:

- a. Dynamic cloud based solution with multiple remote backup sites
- b. Ability to export data in correct format to existing accounting system (Great Plains)
- c. Secure log-in with multi-level access capacity
- d. Maintain history for payroll transactions for a minimum of 3 years
- e. Maintain electronic audit trail of transactions within system

Payroll:

- a. Minimum annual updates to software to ensure current with federal and state tax rates and withholdings
- b. On-line access for employees to allow for:
 1. employees to change/modify/add personal information
 2. employees to view payroll
 3. employer to post important notifications
 4. paperless solution
- c. Allow employees access to W-2 and have ability to replace lost W-2’s for a minimum of 2 years
- d. Allow for manual adjustments with proper access controls
- e. System alerts for entries outside of controlled parameters or missing data
- f. Allow for planning/scheduling deduction/earnings/rate changes with future effective dates

Human Resource Integration

- a. Track applicants and transition detail information to payroll system in case applicant is hired
- b. Track and report applicant and employee demographics
- c. Produce required reports to comply with State and Federal guidelines on health insurance

Time and Attendance

- a. Allow for labor costs to be allocated to more than one cost center for each employee through the time and attendance component
- b. Multiple system approval levels for time and attendance tracking
- c. System alerts for entries outside of controlled parameters or missing data

Reporting

- a. Standard payroll and tax reports are generated each payroll cycle and are available in print format and electronically
- b. Integrated reporting allowing information from all systems to be pulled into one report without manual manipulation
- c. Allow reports to be run in Excel, .csv or pdf
- d. Dashboard capacity
- e. Ability to report on each employee total compensation with automatic system updates
- f. Standard health insurance reports to comply with State and Federal guidelines
- g. New hire reporting

Training

On-site training, training seminars, other print training materials

Customer Service

Access to customer service and support

Project Timeline

Completion of system transition on or before 10/31/16.

Criteria for Selection

EVALUATION CRITERIA

Description	Percentage
System Functionality and Operability	40%
Customer service	30%
Cost	30%
Total	100%

Proposal Requirements

In order to be considered responsive, proposals must at a minimum contain the following:

Technical Proposal Elements

1. **Project Liaison:** Designate a contact person who will serve as the liaison between Commerce RI and your organization for all matters pertaining to this proposal. Include the person's name, title, mailing address, direct telephone line, and fax number.
2. **Project Description:** Provide a detailed description of software and services following the requirements outline format. Include specific answers to the following as well as address each area included in the Scope of Services.
 - What hours is your customer service available?
 - What is your client retention rate?
 - What is your company's disaster recovery plan?
 - What training do you offer? Is it free of charge or is there an associated cost?
 - Do you provide user reference guides?
 - How often is the software updated?
 - What controls are in place to ensure a smooth process through software update processing?
3. **Total Cost:** Identify the total cost with a breakdown by service and cost of additional services available.
4. **Project Management Plan:** Provide a detailed and consolidated description of how your organization plans to manage the transition and maintenance of the service that is being proposed.
5. **Project Start Date:** Describe steps taken to ensure a start-up date which will allow you to complete the project on time. Describe the expected availability of personnel as of that date to support the proposal.
6. **Additional Benefit to Commerce RI:** Describe what the applicant proposes to perform that will especially benefit the system users and/or make the proposal stand out from other applicants. This may include outstanding features of the system, integration, guarantee project timeliness, etc.

Cost Proposal Elements

1. Budget by line item
2. Rates for additional services offered by the firm

Notifications:

- Equal Employment Opportunity (RIGL 28-5.1) – 28-5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island State government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of State employment. This policy applies to all areas where the State dollar is spent, in employment, public services, grants and financial assistance, and in State licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090.
- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). **This is a requirement only of the successful contractor.**

Administrative Proposal Elements

1. Acknowledgement of requirement to complete a Conflict of Interest Affidavit. **This is a requirement only of the successful contractor.**
2. Acknowledgement of requirement that a Certificate of Good Standing from the Rhode Island Division of Taxation will be delivered to the Corporation. **This is a requirement only of the successful contractor.**
3. A listing of all current and on-going contracts.
4. A disclosure of all outstanding financial obligations with the State of Rhode Island.
5. The Commerce Corporation will not provide any reimbursement for any cost associated with the development or presentation of a proposal.

Bids shall contain five (5) printed copies and one electronic copy and must be in a sealed envelope clearly marked with project title. One of the five (5) copies may contain a coverage page stamped as a PUBLIC COPY in no less than twenty point bolded font on its front cover and having no other words on such cover page, for which copy the bidder can redact any trade secrets, commercial or financial information, or other information the bidder deems not subject to public disclosure pursuant to chapter 38-2, the Access to Public Records Act. All other copies shall not be redacted in any manner.

All sealed bids must be delivered to the Corporation to be stamped “received” no later than **2:00 PM on Monday, August 29, 2016** at the following address:

Rhode Island Commerce Corporation
Attention: Payroll / HR Integrated System RFP
315 Iron Horse Way, Suite 101
Providence, RI 02908

All sealed bids will be opened on Monday, August 29, 2016 at 3:00PM at the offices of the Corporation at the address above. All documents submitted in response to this bid proposal are deemed public pursuant to Chapter 38-2 and will be available for public inspection upon opening of the bids unless the bidder submits a PUBLIC COPY. In such case, the PUBLIC COPY shall be made available as a public record at bid opening. The burden to identify and withhold from the PUBLIC COPY released at the bid opening any trade secrets, commercial or financial information, or other information the bidder deems not subject to public disclosure pursuant to chapter 38-2, the Access to Public Records Act, shall rest with the bidder submitting the bid proposal. Upon award in connection with this procurement, all bids shall be deemed public records as provided under RIGL § 37-2-18(g), notwithstanding any redactions made by a bidder in its PUBLIC COPY, and the Corporation shall be free to review and release such documentation as it deems appropriate under the Access to Public Records Act. By submitting a bid to the Corporation in response to this solicitation, the bidder waives any right to seek damages or recompense of any kind or nature relating to or arising out of release of any document, communication, record or information provided to the Corporation in connection with this solicitation and consents to the release of such documents, communications, records or information as the Corporation may deem appropriate in its sole discretion.

A final contract will not be awarded at the opening of the bids.

Note: Electronic submissions only and late responses will not be accepted and will be disqualified. No phone calls accepted.

Questions, interpretations, or clarifications concerning this RFP should be directed by e-mail to Lisa Lasky at: lisa.lasky@commerceri.com no later than 4:30pm on August 11, 2016. Responses to questions, interpretations, or clarifications concerning this RFP will be posted online via addendum at www.commerceri.com and www.purchasing.ri.gov by August 16, 2016 to ensure equal awareness of important facts and details.

The Corporation reserves the right to terminate this solicitation prior to entering into any agreement with any qualified firm pursuant to this Request for Proposal, and by responding hereto, no firms are vested with any rights in any way whatsoever.